

SECTION B - SAMPLE FORMAT.

There are many different document types. Appendix G gives a basic description of each. The remainder of this chapter will more fully describe those document types that involve interaction between the unit and the FINCEN. A standard information layout consisting of 12 paragraphs will be used and is further described in figure 12B-1.

DOCUMENT NAME: Sample**DOCUMENT TYPE: 00**

- 1. Description:** This section provides a short narrative of the document.
- 2. Primary Forms:** This section lists all the forms that must be used at the FINCEN to process the document. Samples of these forms, in most cases, follow this text.
- 3. Related Forms:** These are forms which may be used to process the document. In some cases, these forms can replace one of the primary forms. In other cases, these forms provide additional documentation that may be required.
- 4. Document Number:** This section provides a sample of the appropriate type of document number. It also includes a breakdown of the document number into its subcomponents. See Chapter 5 for detailed information on document numbering.
- 5. Accounting Line:** A sample of a possible accounting line for this document is provided in this section. See Chapter 4 for detailed information on accounting line data.
- 6. FINCEN Critical Processing Requirements:** This section provides the user the critical items that must be properly completed for each document. Documents that do not contain these critical items may be returned to units and vendors for corrective action.
- 7. Other Information:** This section outlines additional information for the user unique to this document.
- 8. FPD Information:** This section provides detail on how to process the document(s) through FPD. This only applies to FPD units.
- 9. Document Flow:** This section provides a diagram on how the form(s) are processed. A text explanation follows each diagram.
- 10. Sample Forms:** This section references the sample completed forms attached to the document type.
- 11. PES Report Sample:** This section provides a sample of a PES Report line(s) of entry. In general, this information flows from the sample forms attached and is only a sample. The PES Report presentation is a condensed version of what a unit may see on an actual PES Report. Detailed information on PES Reports is contained in Chapter 6 and the Reconciliation Handbook.
- 12. References:** This section lists the reference documents applicable to the document name. In most cases, the references are series type references. For the most current series reference see the Directives, Publications and Reports Index (DPRI).

Figure: 12B-1 Document Type Sample